

**POLSON RURAL FIRE DISTRICT  
BOARD MEETING MINUTES**

**Fairgrounds Fire Station No. 1**

**March 9, 2016**

**7:00 p.m.**

**Board trustee members present:** R. Jack Clapp, Drew Hoel, Jack Konitz.

**Board trustee member absent:** Fred Nelson excused (out of state).

**Note:** Vacant trustee seat Trustee Gembala resigned February 10, 2016.

**Staff:** Fire Chief Paul Laisy, Finance Officer Bonnie M. Manicke.

**Visitors:** Valley Journal Reporter Shay Farmer, Lake County Commissioner Bill Barron, Chris Ricciardi, John Thorsted, Christopher Moldenhauer, Verner Rose, Michael Hingiss, Cara Hingiss, Cynthia Waterman, Alison & Jeffrey Meslin, Sixto Aspeitia, Hunter Bighorn, Matt Sisler, Scott Beggs, Greg Perkins, Elsa Duford, Grant Clapp, Christopher Houle, Carson Jones, Derrik Gerke, Will Woodger, Steve Stanley.

**Chair Clapp opened the meeting with the Pledge of Allegiance at 7:00 p.m. {00:16}**

**Minutes February 10, 2016 {00:41} - Trustee Hoel motion to approve the minutes of February 10, 2016. Trustee Konitz second. Motion passed unanimously.**

**Communications: {03:27}** – Chair Clapp suggested the letter from the office of Lake County Attorney regarding the response fees for vehicle crashes and the letter from Vice-Chair Nelson regarding the credit card policy discussed with the agenda item.

**Claims: {04:01}** - Chief Laisy reported the invoices for firefighter physicals by Providence Health Care will provide a separate bill for city and rural charges. The current physical exam procedures should be analyzed and perhaps updated to meet the district needs for the firefighters. During review of the claims, Alison Meslin commented Trustee Hoel purchased items for the district and then approved the claims. Chief Laisy replied all district purchases are directed and approved by the chief. Chief Laisy reported the invoice for the balance of the structure turnout gear is in the claim total. There is still a need for wildland gear. The Office of Emergency Management provided several sets of new wildland gear for the district. The cost savings to the district is \$2,500. Chair Clapp thanked Steve Stanley, Office of Emergency Management on behalf of the rural board. **Trustee Hoel motion to approve February, 2016 claims. Trustee Konitz second. Motion passed unanimously.**

**Treasury Report for month ending February 29, 2016: {09:28} -**

Lake County Treasurer reports were not received cash balances are preliminary with 3/09/16 bills paid and February, 2016 payroll.

FUND # 7245 Operating Fund .....\$ 20,720.39

FUND # 7244 Voted Levy (5 mills with sunset) .....\$ 68,267.79

FUND # 7246 Capital Improvement Fund ..... \$ 16,251.94

FUND # 7243 Voted Levy Operating Fund ..... \$ 89.79

(Transition fund collection delinquent & protested taxes)

Check numbers 6032 - 6068, both inclusive Paid 03/09/16 .....\$ 31,176.97

2/16/16 Additional First Bank Card Electronic check ..... 500.00

Command vehicle radio

PLUS:

Fire chief payroll \$2,200.00 {Feb 5 & Feb 19, 2016}  
 Quickbook processing fee \$ 2.90

Pending check revenue for deposit following meeting  
 Check #17987 Easthaven Baptist Church \$50.00  
 Donation for snow removal

A101 Revenue Receipts:

Fund #7245

Checks received and deposited following meeting.  
 2/12/16 Receipt #98192 Polson Rural Fire Membership  
 ½ cost of thermal imaging cameras \$3,665.00

Housekeeping -

- 1). FY 2014-2015 Annual Financial Report submitted to Dept of Administration
  - 2). 2016 fire chief payroll contract services with Brown Davis CPAs signed by Chair Clapp
  - 3). Documents for trustee binder: A) By-laws with amendments, B) Crash fee billing authorization prepared by Lake County Attorney Office, C) Credit Card policy
- Chair Clapp thanked Bonnie for the report and documents update to the binder.

**Trustee Hoel motion to accept treasury report. Trustee Konitz second. Motion passed unanimously.**

**Chief's Report:** {14:05} - Fire Chief Laisy reported February, 2016 Polson Rural responded to 13 incidents including 1 mutual aid call to city for structure fire, 1 motor vehicle accident, 4 unauthorized burns (burns prior to open season), 1 false wildland call, 2 ambulance assists, 3 rural structure fires – incidents involving an oven, dryer, deck, and 1 motor vehicle fire. Paul advised Port-A-Polson Janitorial, Judy Hewitt noted on the invoice *The 1<sup>st</sup> of April I'm going to be cutting back on my work and no longer will be cleaning the fire hall. Thanks so much.* A proposal to provide janitorial services was submitted by Cara Hingiss at \$125 per month. Cara's bid is the current charge by Judy Hewitt. Paul reviewed the duties with Cara. She has tools and equipment. Chair Clapp noted Polson area organizations utilize the meeting room and make a donation which will contribute to the expenses. Other projects included installation of the dehumidistats by the volunteers with Morelli Electric installing the electrical conduit. The volunteers installed air lines in the bay to connect to the trucks. The bay floors were cleaned and re-stripped. Internet service is now provided by Lake County with new wire installation. Repaired leak in water line. Repaired sheet-rock damage when generators were installed. In house projects include general maintenance service for Engine #313 and #301, replaced thermostat in Engine #314, Engine #318 replaced water line to turbo cooler, Engine #333 cleanup and re-enforced box, Engine #328 installed wire for thermal imaging camera. A Fire Behavior class was presented by Craig Jepperson. Trustee Hoel coordinated an ice rescue class at Jette Lake. Drew Hoel, Grant Clapp, and Will Woodger instructed an ice rescue class in the Swan Condon area. The fee paid for the class will offset the district purchase of the ice rescue equipment. Several pieces of property were looked at in three different areas in the south portion of the district for a possible station location in the future. The possibilities and location are a work in progress. The hurst tools expected delivery date is the first week of April. The remaining two thermal imaging cameras expected delivery next week.. Chief Laisy confirmed the time, equipment, and service to install the dehumidistats was donated. Additionally the in house labor on the trucks was donated. The cost to service a 550 Ford by a vendor is \$380.

**Old Business:**

**UPDATE ON NEW EQUIPMENT {25:00}** – Chair Clapp commented the thermal imaging cameras were purchased as a 50 percent cost share by the membership and the district each contributing \$3,665. Energy Keepers will purchase one of the hurst tool components for the district. In 2013 the continuation of the five-mill levy passed unanimously by a large margin. The board looked at improving service south of the city. Lake County made an offer of land on Reservoir Road. Additionally an offer of tribal land on Caffrey Road may be an option. Chair Clapp would like the land acquisition to be a high priority. Chief Laisy is researching locations including the county property. Commissioner Barron suggested Paul review the county land on Back Road with water available and central location to Valley View area. The 10 or 20 acres parcel is currently leased for horse pasture. Chair Clapp suggested a parcel larger than one acre to accommodate a training facility for Lake County Fire Departments.

**VEHICLE CRASH RESPONSE FEES {29:03}** – Chair Clapp commented at a previous meeting Mr. Eddy indicated the district did not receive a response from the county attorney regarding the legality of the vehicle crash fees for response. In summary, the district can bill for and collect funds for cost repayment. Any monies collected by the District need to be deposited with the Lake County Treasurer pursuant to MCA 7-37-2105, paragraph 2. Letter is attached as an addendum to the minutes and available at [polsonruralfiredistrict.org](http://polsonruralfiredistrict.org)

**New Business:**

**COMMISSIONER OF POLITICAL PRACTICE {31:20}** – The board became aware from the commission there had been an inquiry by an individual as to practices by the board. The commission indicated the information would be released if the board is so inclined. Trustee Hoel suggested the board should request the information. The information would be helpful for the board to fix the problem if one exists. **Trustee Hoel motion to request the letter from the commission of political practice. Trustee Konitz second. Motion carried unanimously.**

**SOP's/SOG's {35:15}** – Chief Laisy reported the documents are not available. The last step of the SOP's is for the officers to review the document with Paul, then to the board for approval. Paul plans to have the SOP's available for the board to review prior to the next meeting.

**REVIEW CREDIT CARD POLICY/LIMITS {36:01}** - Chief Laisy commented he was not aware the board had a credit card policy. Currently Paul developed a credit card log for purchases. In the current market credit cards are used more as a form of payment. The use of the credit card provides a savings for the district and the credit card is widely accepted for payment. The credit card is also used for travel expense. It is easy to exceed the current \$2,000 limit on the credit card, which happened recently. Paul recommended the board consider raising the credit card limit to \$4,000. Examples of recent purchases include an used light bar for Engine #313 at \$400. The same light bar new was listed at \$1,800. Additionally radios were purchased for \$500 that would have cost \$1,000 - \$1,800. The district would like to support the local economy although most of the items are not available in Polson. Chair Clapp commented accessing the secondary market has provided the district a substantial savings. Bonnie advised the district has three Glacier Bank Visa credit cards

issued to the Polson Rural Fire District. The last four digits on the card identify activity. The board approved cards for the fire chief, board chair, and a revolving card available with the fire chief. Currently the credit limit is \$2,000 on the account not per card. Commissioner Barron commented Lake County has one credit card account with cards issued to different departments, each card is set at a different limit. The auditors closely monitor the credit card activity, therefore the county has internal controls in place. Chair Clapp suggested the board vote to give Bonnie the opportunity to explore options or wait until next month/ Trustee Hoel commented wildland season is approaching. Chief Laisy noted during wildland season the card may need to be used for fuel and lodging. Chair Clapp suggested the board decide on a total credit card limit, then the board can explore the options. **Trustee Hoel motion to explore options of getting two separate accounts with \$2,000 in each account in the best way we can do it. Trustee Konitz second. Motion carried unanimously.** Chair Clapp will work with Bonnie to explore an increase in the credit card limit with Glacier Bank Visa credit card.

**JANITORIAL SERVICES PROPOSAL {46:32}** - Chair Clapp indicated the proposal was not addressed. Chief Laisy reported Port-A-Polson Janitorial, Judy Hewitt cleaned the training room, office, and bathrooms once a week. Judy suggested deep cleaning the training room carpet. The proposal from Cara Hingiss is essentially seamless. The board authorized Paul to accept Cara's proposal for contacted services at \$125.00 per month.

**EXPLORE STATION/LAND TO THE SOUTH AREA OF DISTRICT** – Discussed in agenda item update on new equipment.

**Executive Session:** Personnel issue (New Firefighter's) {48:25} - Prior to the recess, Alison Meslin commented regarding the executive session. Alison referred to MCA 2-3-203 Meetings of public agencies to be open to the public. The presiding officer of any meeting may close the meeting during the time the discussion relates to a matter of individual privacy and then if and only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and in that event the meeting must be open.

Alison noted the board is obliged to appoint the new firefighters. The question being why is the board going into executive session? Why can't they take the recommendation from the fire chief and the firefighter membership committee? Chair Clapp replied legally it is the responsibility of the board to appoint new members and to do so with full information and knowledge. If the board would defer to the chief, the board would be somewhat remiss in the board's responsibility. The board should review the personnel file in executive session. If the firefighter waives the closed session, then the application can be discussed in open session. Alison questioned who is reviewing the personnel files? Jack replied the fire chief, four committee members, and board trustees review the personnel file. Commissioner Barron reported there was a change in the last legislature stating minutes of the executive session are kept in the personnel file in a sealed envelope. Board retired to executive session personnel issue to review new firefighters at 7:55 p.m.

**Reconvene {00:10} 8:21 p.m.** - Chair Clapp reported the board reviewed three potential candidates. Carson Jones was recommended to the Junior Program for three months with an approval letter from his parents. In three months Carson will be 18 and will then join the volunteer membership.

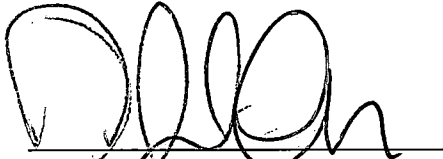
Christopher Houle was approved to join the volunteer membership. Chris Ricciardi was approved to join the volunteer membership. The candidates will be on probation for one year. The new recruits will work with the officers. The board and visitors extended a welcomed and thank you.

**Public Input on Non Agenda Items:** {01:44} – Steve Stanley reported Lake County has DNRC engines housed at Chief Cliff, Big Arm and Charlo through the county coop program. A 2006 or 2007 type 6 engine with a 500 gallon tank is available for purchase. The board should consider the purchase for the district. The board will review the purchase at the April meeting. Chief Laisy suggested the board request Steve hold the engine. Steve also reported the VFIS insurance package is available for the board to review. Chair Clapp thanked Steve.


Commissioner Barron reported the Polson Rural Command vehicle title will be transferred from Lake County to Polson Rural Fire District.

**ADJOURNMENT** - There being no further business the Polson Rural Fire District Board meeting adjourned at 8:29 p.m. **Trustee Konitz motion to adjourn. Trustee Hoel second. Motion passed unanimously.**

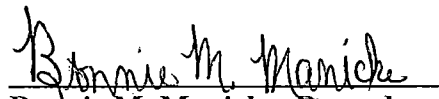
April 13, 2016 next regular scheduled meeting at Station Number 2 in Big Arm.



R. Jack Clapp, Chair



Drew Hoel, Secretary-Treasurer



Bonnie M. Manicke, Recorder

**OFFICE OF THE LAKE COUNTY ATTORNEY**

**LAKE COUNTY COURTHOUSE**

106 Fourth Avenue East  
Polson, Montana 59860-2183  
Phone (406) 883-7245  
Fax (800) 878-9735

**STEVEN N. ESCHENBACHER**  
COUNTY ATTORNEY

**CHIEF CRIMINAL DEPUTY COUNTY ATTORNEY**  
JAMES LAPOTKA

**CIVIL DEPUTY COUNTY ATTORNEY**  
WALTER E. CONGDON

February 9, 2016

**DEPUTY COUNTY ATTORNEY**  
BENJAMIN R. ANCIAUX  
MOLLY OWEN

TO: LAKE COUNTY COMMISSIONERS  
LAKE COUNTY FIRE DISTRICTS

FROM: WALTER E. CONGDON, CIVIL DEPUTY  
LAKE COUNTY ATTORNEY

SUBJECT: INSURANCE COST REPAYMENT FROM ACCIDENTS

Dear Commissioners and Districts:

The short answer to your question is yes, you can bill for and collect funds for cost repayment. Billing insurance generally works if you have enough information.

Please note that MCA 7-33-2001 provides a lot of activities that governmental fire agencies may do in Montana. A copy is attached. This is broader than many people think.

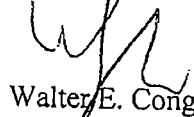
No law prohibits fire districts or fire agencies from seeking cost repayment from insurance companies or individuals.

A billing program or procedure or regulation is implemented by the fire chief or trustees pursuant to paragraphs 2, 3, and 4 of the statute. It is reasonable to do so.

This is particularly reasonable if tied to a cost recovery or equipment repair, replacement or acquisition expense.

Please note that any monies collected by a District or Department need to be deposited with the Lake County Treasurer pursuant to MCA 7-37-2105, paragraph 2. (Copy attached)

Very truly yours,



Walter E. Congdon  
Civil Deputy Lake County Attorney  
Attachments

Attachments  
cc: Commissioners

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r companies — fire departments — not affected by city-county consolidation.

#### Part 24 — Fire Service Areas

ishment — alteration — dissolution.

area — voted levy for volunteer firefighters' disability income insurance or coverage.

area — fee on structures — fee on undeveloped land.  
— request if no agreement exists — definitions.

#### Parts 25 through 40 reserved

rt 41 — Municipal Fire Departments  
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request if no agreement exists — definitions.

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increase in number of firefighters based on seniority.

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hters — funding.

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o firefighter injured in performance of duty.

#### 42 — Powers of Municipal Council Related to Fire Services

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#### Parts 43 and 44 reserved

Fi tters' unified retirement, Title 19, ch. 13.

Vol eer Firefighters' Compensation Act, Title 19, ch. 17.

Firefighters' retirement, Title 19, ch. 18.

State fire prevention and investigation program, Title 50, ch. 3.

Fire protection equipment, Title 50, ch. 39.

Fire safety in public buildings, Title 50, ch. 61.

Fire hazards, Title 50, ch. 62.

Investigation of fires, Title 50, ch. 63.

547870

#### Parts 1 through 19 reserved

#### Part 20

#### Fire Chief

**7-33-2001. Fire chief— powers and duties.** (1) A fire chief of a governmental fire agency organized under this chapter must be considered the highest ranking officer in the agency and is responsible for the operation of the agency, including but not limited to:

- (a) development and implementation of agency programs and procedures;
- (b) performance of agency personnel;
- (c) preventing outbreak of fires;
- (d) minimizing danger to persons and damage to property caused by fires; and
- (e) providing and managing emergency services that are established by the agency and that are consistent with national standards. These services may include but are not limited to:

- (i) fire suppression;
  - (ii) medical aid;
  - (iii) hazardous materials response;
  - (iv) ambulance service; and
  - (v) extrication from vehicles.
- (2) In development of agency regulations, programs, and procedures, the fire chief is subject to applicable laws and ordinances.

(3) The fire chief serves under the direction of the trustees, if trustees have been designated to manage the fire agency under the provisions of this chapter. If the governing body retains management, then the fire chief serves under the direction of the governing body.

(4) The fire chief shall develop organizational and operational procedures and shall implement those procedures by issuing written administrative regulations and operational guidelines.

(5) In the event of a fire or other emergency involving the protection of life or property, the fire chief has the authority to direct any operation necessary to extinguish or control the fire or perform a rescue in coordination with other authorities having jurisdiction.

(6) The fire chief may investigate suspected or reported fires, gas leaks, or other hazardous conditions and may take any action necessary to protect public health and safety and protect property or mitigate damage to property in the exercise of the chief's duties.

(7) In the exercise of the authority provided in subsections (5) and (6), the fire chief may:

- (a) enter any property;
- (b) prohibit any person, vehicle, or thing from approaching the scene;
- (c) remove or cause to be removed from the scene of the fire or other emergency any person, vehicle, or thing that the chief determines may interfere with the operations of the agency.

(8) (a) Subject to 50-3-102(1)(c), the fire chief may investigate the cause, origin, and circumstances of every fire that occurs in the chief's jurisdiction that involves the loss of life, injury to a person, destruction of property, or damage to property.

(b) Subject to 50-3-102(1)(c), as part of the investigation, the fire chief may take immediate charge of all physical evidence relating to the cause of the fire and may pursue the investigation to its conclusion.

(c) The fire chief may investigate the cause, origin, and circumstances of unauthorized releases of hazardous materials.

(9) (a) The fire chief may establish and maintain a program applicable to every community in the chief's jurisdiction that provides for:

(i) regular examination of fire hazards; and

(ii) regular inspection of commercial property, after the property has been approved for occupancy by a certified city, county, or town building code jurisdiction or the department of labor and industry's bureau of building and measurement standards, with particular emphasis on occupancies identified as high risk to life and property.

(b) The fire chief may establish a formal fire inspection program as authorized by the department of justice under 50-61-102.

(10) The fire chief shall report all fires to the department of justice and shall use the national fire incident reporting system or other reporting method approved by the department of justice's fire prevention and investigation section.

(11) The fire chief is responsible for establishing and maintaining a training program for the agency and may use existing federal, regional, state, and local training resources. The agency's program must include training in all areas of emergency response in which the agency provides services.

(12) For the purposes of this section, "governmental fire agency" does not include municipal fire departments.

History: En. Sec. 1, Ch. 167, L. 2007; amd. Sec. 1, Ch. 171, L. 2009.

## Part 21 Rural Fire Districts

**7-33-2101. Rural fire districts authorized — petition.** (1) The board of county commissioners is authorized to establish fire districts in any unincorporated territory or, subject to subsection (2), incorporated third-class city or town upon presentation of a petition in writing signed by the owners of 40% or more of the real property in the proposed district and owners of property representing 40% or more of the taxable value of property in the proposed district.

(2) (a) Third-class cities and towns may be included in the district upon approval by the city or town governing body.

(b) A third-class city or town may withdraw from a district 2 years after providing to the board of county commissioners notice of intent to withdraw.

History: En. Sec. 3237, Pol. C. 1895; re-en. Sec. 2081, Rev. C. 1907; amd. Sec. 1, Ch. 16, L. 1915; amd. Sec. 1, Ch. 16, L. 1921; re-en. Sec. 5148, R.C.M. 1921; amd. Sec. 1, Ch. 15, L. 1931; re-en. Sec. 5148, R.C.M. 1935; amd. Sec. 1, Ch. 118, L. 1945; amd. Sec. 2, Ch. 97, L. 1947; amd. Sec. 1, Ch. 75, L. 1953; amd. Sec. 1, Ch. 75, L. 1957; amd. Sec. 1, Ch. 48, L. 1959; amd. Sec. 1, Ch. 77, L. 1959; amd. Sec. 1, Ch. 49, L. 1963; amd. Sec. 1, Ch. 45, L. 1969; amd. Sec. 2, Ch. 81, L. 1977; R.C.M. 1947, 11-2008(part); amd. Sec. 1, Ch. 499, L. 2007.

### Cross-References

General authority of County Commissioners, 7-5-2101.

Assessment and map books, Title 15, ch. 8, part 7.

**7-33-2102. Notice of hearing.** The board shall, within 10 days after the receipt of the petition, give notice of the hearing at least 10 days prior to the hearing:

(1) by mailing a copy of the notice as provided in 7-1-2122 or as provided in 7-1-4129 if the proposed district or a portion of the proposed district is in an incorporated third-class city or town to each registered voter and real property owner residing in the proposed district; and

(2) by publishing the notice as provided in 7-1-2121 or as provided in 7-1-4127 if the proposed district or portion of the proposed district is in an incorporated third-class city or town.

### Cross-References

Requirements for compliance with notice provisions, 2-3-104.  
County printing, Title 18, ch. 7, part 4.

**7-33-2103. Hearing on petition — decision.** (1) the time set or at any time within 5 days of the time set is given. The board may establish the district unless insufficient signatures or, if originally sufficient, that signatures it has become insufficient.

(b) Signatures may not be withdrawn fewer than 20 the petition.

(2) The board may adjust the boundaries of the p request of any real property owner who resides in th annexation of parcels of the property owner's land adjae district. The written request must be submitted to the hearing on the petition.

(3) The board shall render its decision within 30 da  
History: En. Sec. 3237, Pol. C. 1895; re-en. Sec. 2081, Rev. C. 1, Ch. 16, L. 1921; re-en. Sec. 5148, R.C.M. 1921; amd. Sec. 1, Ch. 15 Sec. 1, Ch. 118, L. 1945; amd. Sec. 2, Ch. 97, L. 1947; amd. Sec. 1, amd. Sec. 1, Ch. 48, L. 1959; amd. Sec. 1, Ch. 77, L. 1959; amd. Sec. 1 amd. Sec. 2, Ch. 81, L. 1977; R.C.M. 1947, 11-2008(part); amd. Sec 2007.

### Cross-References

Informal proceedings, 2-4-604.

**7-33-2104. Operation of fire districts.** When establishes a fire district in any unincorporated territory or the commissioners:

(1) may contract with a city, town, private fire compa fire protection services for property within the district; or

(2) shall appoint five qualified trustees to govern and

History: En. Sec. 1, Ch. 107, L. 1911; amd. Sec. 1, Ch. 19, L. 19: 1, Ch. 130, L. 1925; re-en. Sec. 5149, R.C.M. 1935; amd. Sec. 3, Ch. 97 Sec. 2, Ch. 77, L. 1959; amd. Sec. 1, Ch. 118, L. 1959; amd. Sec. 1, C amd. Sec. 1, Ch. 120, L. 1973; R.C.M. 1947, 11-2010(part); amd. Sec

### Cross-References

Interlocal agreements, Title 7, ch. 11, part 1.

**7-33-2105. Powers and duties of trustees.** (1) The

(a) shall prepare and adopt suitable bylaws;

(b) have the authority to provide adequate and st response apparatus, equipment, personnel, housing, and fi emergency medical services and equipment, for the protec

(c) may appoint and form fire companies that have privileges as other fire companies for retirement purposes

(d) shall prepare annual budgets and request special laws relating to county budgets must, as far as applicable,

(e) may enter into contracts as provided in 7-33-2107;

(f) may pledge income to secure financing of the distri

(2) All money received by the trustees must be deposite credited to the fire district.

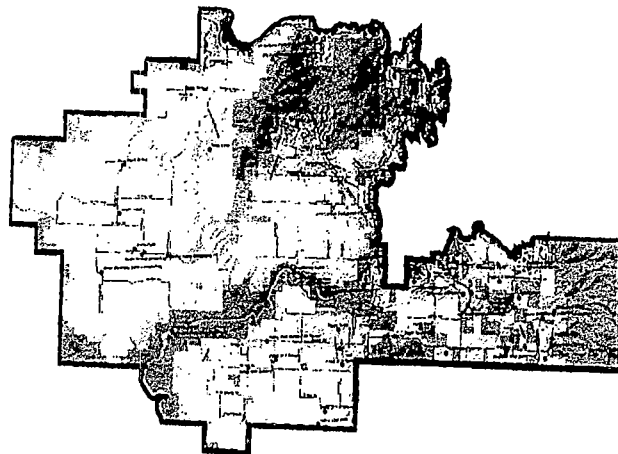
History: En. Sec. 1, Ch. 107, L. 1911; amd. Sec. 1, Ch. 19, L. 1921 1, Ch. 130, L. 1925; re-en. Sec. 5149, R.C.M. 1935; amd. Sec. 3, Ch. 97, Sec. 2, Ch. 77, L. 1959; amd. Sec. 1, Ch. 118, L. 1959; amd. Sec. 1, Ch.





# POLSON RURAL FIRE DISTRICT

(406) 883-4244 • 25B Regatta Road • Polson, MT



February 24, 2016

Polson Rural Fire District Trustees  
Jack Clapp - Chairman  
25 B Regatta Rd.  
Polson, MT 59860-9463

**RECEIVED**

**FEB 25 2016**

**LAKE CO. TREASURER**

RE: First Bank Card Credit Card Policy and accounting procedures

Dear Trustees,

On February 16<sup>th</sup> First Bank Credit Card for the Polson Rural Fire District declined a \$500.00 transaction, specifically to purchase a communication radio for the new 2015 Dodge command vehicle, on EBay. The transaction was in excess of the \$2,000 approved credit limit on the First Bank Card. So Lake County Treasurer was contacted regarding a debit to the Rural Fire District Fund #7245 Operating Fund First Bank Card confirmation #8698 7040. This transaction was to be by ACH credit through the Lake County's Warrant account. The transaction was processed by First Bank Credit Card as a check by phone not as an ACH. The check by phone process compromises the account for suspicious use and there is no documentation for clearing this transaction through Lake County's warrant account. Because of this, no electronic checks or checks by phone are allowed to be processed through the Lake County's warrant account.

Lake County Treasurer's office requested the additional following information. There must be signed Board Approval and proper documentation as an invoice/receipt for any ACH transaction that is to come out of Lake County's Warrant Account. This information must be received 24 hours to our office prior to the ACH transaction. All other County Entities send us on letter head with signed approval stating the ACH payment for their First Bank Card and what fund/account to post to within the 24 hours' notice.

Our understanding per Auditors, is that the proper process for the use of the First Bank Credit Card is when purchases are made then invoices and receipts must be turned in, to the Finance Officer for Polson Rural Fire District. Then when you receive the Credit Card statement all original invoices/receipts must be attached to the statement along with a copy of the warrant for issuing payment to First Bank Card. When payment is made to the First Bank Card by your warrant then the warrant clears Lake County's warrant account correctly and posts to the Polson Rural Fire District's fund/accounts. This warrant/claim payment will go through the Board's normal approval process. All of this documentation must be kept by your Department. Also, all of the First Bank Credit Cards must be kept in a secure area and must have signed documentation as to who has the authority to use the card and a sign out sheet as to who has the card and for what purpose. If a cardholder fails to turn in proper documentation for a purchase then he/she is responsible for payment of that purchase.

**547870**